

Minutes of the meeting of the Shapinsay Development Trust held at the Smithy on the 13th of May 2024

Present: Simon Meason (SM), Adrian Bird (ABird), Barry Moncrieff (BM), Graham Rendall (GR)

In Attendance: Lisa-Marie (LM), Davie Campbell (DC)

Apologies: Ashley Boyd (AB), Richard Lawrence (RL)

BM chaired the meeting in the absence of AB.

1. Declarations of interest: LM declared an interest in SWAPs and any financial implications for Rulinvoe, while BM declared an interest in the Fencing Tender.

2. Minutes of the meeting held on 15th April: These were proposed as a true and accurate account by SM, seconded by GR.

3. Action Log: LM ran through the updates from the action log. The SHAC Lease had a few suggested revisions, which were approved by the board. DC to update accordingly.

NFU health and safety – Next week

White car – various trusts interested – hold off re-advertising for now

Pension guidelines – created

Screen and projector – purchased

Grass cutting – LM to email D&H

Camera 4 offline – fixed and back offline – issue with wifi booster

SWAP forms updated

Volunteer policy reviewed at separate meeting

4. Accounts: DC presented the April finances and budgets for 2024/25.

5. Project updates:

- **Rulinvoe:** Progressing well, aiming for an end of August completion. Planning permission required for porch changes, DC to follow up with architect.

- **Balfour Cottages:** Update expected by the next meeting.

- **Spion:** Progress unlikely within the next year, LM to discuss a formal agreement for grazing with the farmer.

- **Wellbeing:** Board agreed it would be best for the service to operate as a separate charity going forward, away from Development Trusts.

- **Charity shop:** Various tasks pending, no applications for the charity shop coordinator role yet.

- **Smithy:** LM provided updates, including staff applying for cookery courses and consulting with a business consultant, 2 staff to go for a shadowing visit, board asked LM to also attend.

- **Boat:** No progress, LM in contact with a local representative for coding and making clear the necessary steps to become sea worthy. Northerly Marine may be able to help with management. LM to arrange a meeting

6. Turbine update: LM shared the latest report, ABird noted a productive month in April.

7. SWAPS: LM left the room. Costs for driving lessons increased, approval granted for an increase in price. C Muir's application for £400 for driving lessons approved. LM returned and C Moore's sea survival expenses of £108 was approved.

8. Staffing: LM stepped out - Board discussed Trust staffing, constraints and pressures and agreed to advertise for an assistant manager position.

9. Maintenance Contract: Darren G Muir Joiner resigned his position as maintenance contractor, new contractor to be sought. DC to create a tender and circulate to the board.

10. Fencing Tender: BM stepped out. Tender document circulated for approval, sent to 5 contractors with a closing date of May 31st. Project to be completed by August 31st.

11. AOB:

- Heart of the Community contacted for advice on potential community projects for financial assistance, a discussion was had, suggestions to be sent back.

- 10k Run: Sponsorship requested for the Shapinsay 10k. Proposal to offer £20 Smithy vouchers to winners – LM to find out how many categories

- Stall at Show: Decision to have a stall at the show, ideas to be discussed at the next meeting.

12. Date of next meeting: 10th June 2024